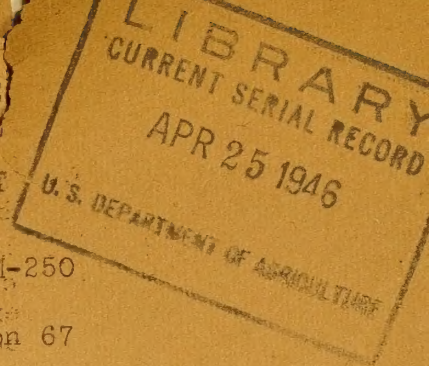


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UNITED STATES DEPARTMENT OF AGRICULTURE  
PRODUCTION AND MARKETING ADMINISTRATION  
Field Service Branch  
Washington 25, D. C.  
April 16, 1946



SSM-250

SPECIAL SERVICES MEMORANDUM - 250

Construction 67

SUBJECT: Procedure for Processing Farm Construction  
Applications

Veterans' Housing Program Order No. 1 issued by the Civilian Production Administration became effective March 26, 1946. The purpose of the order is to divert critical materials from deferrable or less essential construction and to make them available for carrying out the veterans' emergency housing program. PR-33, as amended April 12, 1946, implements VHP-1 and provides for authorization to construct and the issuance of priorities assistance in the case of housing.

In general, VHP-1 forbids the beginning of construction or repair work without specific authorization, except for certain exemptions given below. It does not prohibit completion of jobs begun before March 26, 1946.

Applications involving farm construction, including dwellings, will be filed with the County Agricultural Conservation Committee, which will recommend approval or disapproval, and will forward each case to the State Agricultural Conservation Committee, where final action will be taken and notice sent to the applicant. Under authority delegated to the Department of Agriculture, State Committees may issue priority ratings under certain circumstances where dwellings are involved.

In emergency cases where the reconstruction will involve more than \$6,000.00, requests for authorization may be handled by telegram from the County Committee to the State Committee, although regular applications must be filed later. Emergency reconstruction involving less than \$6,000.00 does not require approval.

Copies of VHP-1, application forms CPA-4423, and CPA-541-A have been sent to State Committees. Copies of PR-33, Schedule A to PR-33, PR-28, forms CPA4386 (Housing application), placards, and additional copies of form CPA-4423 are being forwarded under separate cover. Form FC-1 (copy attached) should be duplicated in the field.

Provisions of the Veterans' Housing Program affecting Agricultural Construction.

I. Agricultural Construction Exempt from the Order.

- A. Construction, repair, or alteration of a dwelling or garage, to cost \$400.00 or less.
- B. Construction, repair, or alteration of farm buildings, including bunk houses or other accommodations for transitory farm labor, to cost \$1,000.00 or less.

- C. The repair, rebuilding, or reconstruction of any farm building, including dwellings, which was destroyed or damaged by fire, flood, tornado, or similar disaster, if the total cost of the repairs, rebuilding, or reconstruction does not exceed \$6,000.00 and if the reconstruction is started within 60 days of the occurrence of the disaster.
- D. The minimum work necessary to prevent more damage to a building or structure (or its contents) which has been damaged by flood, fire, tornado, or similar disaster.
- E. Fences, silos, wells, dams, canals, or drainage or irrigation ditches.
- F. Projects begun prior to March 26, 1946.

## II. Priorities Assistance Under PR-33 and PR-28.

### A. Dwellings - PR-33

1. State Committees may issue HH priority ratings for materials listed in Schedule A of PR-33 in the following types of cases:
  - (a) Where necessary to construct, repair, or alter a farm dwelling, provided authorization to construct has been or is being given by the State Committee under Section IV of these instructions;
  - (b) Cases where no authorization to construct is required (CPA-4386 is to be used in such cases), as in the case of houses already under construction prior to March 26, 1946, and housing construction within the exemptions of Section I of these instructions.
  - (c) In the case of a dwelling that has been vacant for 6 months or more for lack of repairs, no priorities assistance shall be given except for repairs necessary to return it to a habitable condition.
2. Priorities for non-housing construction are not provided for by PR-33.

### B. Dwellings and Other Buildings - PR-28.

1. For priority assistance to secure materials other than those listed in Schedule A to PR-33, applications should be filed on Form CPA-541-A with the Civilian Production Administration, Washington, D. C.

## III. How to File an Application.

- A. For farm dwellings use Form CPA-4386, and FC-1.
- B. For farm construction other than dwellings, use Form CPA-4423, and FC-1.
- C. In case of emergencies where the cost of reconstruction will exceed \$6,000, the County Committee may telegraph the State Committee for approval. In such a case, the telegram must be followed by a properly prepared application and FC-1, filed through the regular channels.

D. Four copies of an application should be prepared in accordance with the instructions contained thereon.

E. All copies of the application must be signed by the applicant and dated.

F. All applications for farm construction, including dwellings, should be filed with the County Agricultural Conservation Committee.

#### IV. Procedure For Handling Applications.

##### A. Responsibilities of the Applicant.

1. Fill out four copies of the application form and file the original and two copies with the County Committee.
2. Furnish any information which may be needed by the County Committee to complete FC-1.
3. If the project is approved, the applicant will be furnished a placard which he must post on the constructions site and on which he must insert the project serial number.
4. The project must be confined to the construction specifically authorized by the approved application.
5. If reconstruction costing less than \$6,000.00 is desired, in any case of damage or loss from fire, flood, tornado, or similar disaster, the work must be begun within 60 days of the occurrence of the disaster, otherwise authorization to construct must be obtained.

##### B. Responsibilities of the County Committee.

1. Assist in the preparation of farm applications.
2. Assign each application the State and County code and a consecutive serial or case number, to be inserted in the space provided in the upper right hand corner of the form. On Form CPA-4423, also insert the same number in the space provided in the lower left corner of the form.
3. Review each application for accuracy, completeness and essentiality.
4. Prepare recommendations with supporting information on FC-1 in quadruplicate and retain quadruplicate copy.
5. Forward the original and 2 copies of the application and of FC-1 to the State Committee.

##### C. Responsibilities of the State Committee.

1. Review applications on the basis of essentiality.
2. A member of the State Committee will indicate approval or disapproval on all copies of the application and FC-1 and will sign and date the forms in the spaces provided.
3. Notify each applicant of the action taken by mailing him the signed

original of the application and in the case of approved applications, send him an appropriate placard to be posted on the construction site. In the case of disapproval, a letter giving the reasons for the disapproval should be sent to the applicant.

4. Notify the County Committee of the action taken by mailing a copy of FC-1.
5. At the end of each week, forward one copy of each approved or disapproved application and one copy of FC-1 to the Regional Director of the Field Service Branch.
6. Applications involving dwellings having a cost of more than \$10,000 in the case of a single family house, or \$17,000 in the case of a 2-family structure, may not be given final action by the State Committee. The complete file of any such case should be forwarded to the Regional Director of the Field Service Branch together with the county and State Committees' recommendations.
7. Applications for non-housing construction costing more than \$50,000 may not be given final action by the State Committee. The complete file of any such case should be forwarded to the Regional Director of the Field Service Branch together with the county and State Committees' recommendations.
8. Issue priority ratings (which will be confined to dwellings) within the limitations and in accordance with the procedure outlined in Section II of these instructions.

#### V. Standards of Essentiality.

- A. Since the program has as its primary purpose the providing of housing for veterans of World War II, the following standards of essentiality may be disregarded in the case of housing applications by veterans for houses for their own occupancy.
- B. Except in the case of an application by a veteran under A above, an application may be approved only if all the following criteria are met:
  1. The proposed construction is essential to increasing or maintaining production of food on the farm.
  2. The proposed construction is desirable from the standpoint of current production goals.
  3. Present facilities are being utilized to maximum capacity.
  4. The proposed construction will be fully utilized.

#### VI. Reconsideration of Disapproved Cases.

Where an applicant desires to have his case reconsidered he should use the following procedure:

Submit a new application to the County Committee, together with any additional supporting information he may have. The County Committee will reconsider the case, prepare Forms FC-1, make its recommendation, and forward the case to the State Committee in accordance with the usual procedure. If, after full consideration, the State Committee determines that it cannot approve the case, it should forward the original and two copies of the application and of FC-1 to the Regional Director of the Field Service Branch together with a separate statement as to why the Committee feels that the construction is not essential and could be deferred. No indication of the State Committee's recommendation should be made on the application forms. The applicant and the State Committee will be notified of the action taken. The State Committee should notify the county committee.

VII. Supplemental Applications for Priorities Assistance Only.

Where priorities assistance is requested for Schedule A (PR-33) materials for farm dwelling construction, alteration, or repairs, in the case of work previously authorized by the State Committee, the applicant must write a letter in quadruplicate to the County Committee making formal request for priorities assistance. The letter should contain the State and County Code and serial number of the approved construction application. The County Committee will forward all 4 copies to the State Committee. If the State Committee considers that the HH rating is necessary in order to complete the project, a committeeman acting for the Committee will sign the following statement which should be typed at the bottom of all copies of the letter of request: "You are hereby authorized to use the HH rating to get materials of the kinds listed on Schedule A of PR-33 which are required for project serial no. \_\_\_\_\_. Your use of this rating is subject to the provisions of PR-33". The original should be returned to the applicant, one copy to the County Committee, one copy to the Regional Director of the Field Service Branch, and one copy should be retained by the State Committee.

VIII. Requests for Changes in Previously Authorized Construction.

Any request for enlarging or expanding construction during the course of the original job beyond that covered by the originally approved authorization should be made by letter, in quadruplicate, filed with the County Committee, setting forth details of the proposed expansion, the reasons it is necessary, and giving the original serial number of the project.

All four copies of the applicants' letter will be forwarded to the State Committee together with a transmittal letter from the County Committee containing its recommendations and reasons therefor. The applicant will be notified by the State Committee of its action by a separate letter to be attached to the original letter of request filed by the applicant. In the case of approvals, the State Committee's letter to the applicant should include the following statement: "Your approved application for project serial number \_\_\_\_\_ is amended to authorize construction in accordance with the amended description given in your attached letter of (date)." In the case of disapprovals, the letter to the applicant should give the reasons for disapproval. Copies of the letter of approval or disapproval should be attached to the remaining three copies of the letter of request and distributed as follows: 1 copy to the Regional Director of the Field Service

Branch, 1 copy to the County Committee and 1 copy for the State Committee's files.

#### IX. Off-Farm Applications.

It is not necessary to file applications for "off-farm" facilities (used primarily for storage, processing, marketing, or production of agricultural products) with County Agricultural Conservation committee offices. Committee recommendations are not required but informal statements, in duplicate, or essential facts relating to the projects may be attached if considered advisable or if requested by applicants. Off-farm applications should be filed with the nearest District CPA office.

#### X. Violations.

##### A. Reporting Procedure

1. County Committees should report violations wherever it is possible to obtain reasonably certain evidence that the violation is wilful and of appreciable amount. It is desirable that reports be submitted as soon as possible after construction is started because more effective action can be taken if construction is not completed before an investigation is made. Reports should include all available information and will be made by letter in triplicate. Retain one copy in the county office and forward two copies to the State Committee.
2. State Committees should review violation reports immediately and forward one copy to the Regional Director, Field Service Branch, unless it is determined that the case should not be reported. State Committees will be notified regarding the disposition of each case they report. Upon receipt of such information, the State Committee should inform the appropriate county committee of the action taken.

#### XI. Interpretations.

##### A. Work Begun

To "begin" work on a structure means to incorporate into a structure on the site materials which are to be an integral part of the structure in question. Demolition, excavation and similar site preparation do not constitute beginning construction. The order forbids the beginning of certain kinds of work without authorization, but permits the completion of work begun before March 26, 1946. However, this rule only applies to the particular building or other structure begun before March 26, 1946. It does not apply to any other building or structure which had not itself been begun by that date even though the two are closely related.

##### B. Exemptions on a "per job" basis.

The \$400.00 and \$1,000.00 exemptions provided in the order are for separate jobs or structures and do not limit, as under L-41, the construction during a one year period. For the purpose of this

exemption, a related series of operations which are performed at or about the same time or as part of a single plan or program constitute a single job. No job which would ordinarily be done as a single piece of work may be sub-divided for the purpose of coming within this exemption.

- C. "On-farm" agricultural construction includes dwellings, farm service buildings, or other construction physically located on and used for the operation of a farm, producing primarily for the market, e.g., a rural milk collecting station would not be part of an "on-farm" project even though it is located on a farm, because it is used by a group of farmers for marketing milk.
- D. "Off-farm" agricultural construction is construction which is generally not located on a farm but used for the marketing, storage, processing or production of farm products, e.g., potato or grain storage building at a trackside location some distance from a farm is a separate project with separate exemption limits, and not a part of a farm project even though it may be owned by a farmer.

Budget Bureau No. 40-R 1489  
Approval expires December 31, 1946

State and County Code & Serial No. \_\_\_\_\_

U. S. Department of Agriculture  
Supplement to Forms CPA-4386 and 4423  
For Farm Construction

Name of Applicant \_\_\_\_\_

Address of Applicant \_\_\_\_\_

Location of Project \_\_\_\_\_

Application is for a \_\_\_\_\_ Estimated Cost \$ \_\_\_\_\_

Give size and type of construction \_\_\_\_\_

Is the Applicant a Veteran of World War II? Yes \_\_\_\_\_ No \_\_\_\_\_

RECOMMENDATIONS

The County Agricultural Conservation Committee recommends \_\_\_\_\_ approval  
\_\_\_\_\_ disapproval for the following reasons \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Based on: \_\_\_\_\_ Inspection of farm \_\_\_\_\_ Other (specify) \_\_\_\_\_

Date application signed \_\_\_\_\_ Received \_\_\_\_\_ Forwarded \_\_\_\_\_

\_\_\_\_\_ County Committee by \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The State AAA Committee \_\_\_\_\_ approves \_\_\_\_\_ disapproves  
for the following reasons \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date application received \_\_\_\_\_ Date forwarded \_\_\_\_\_

\_\_\_\_\_ State Committee by \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Answer all questions fully)

I. Acres of All Land in Farm \_\_\_\_\_ Acres in cultivation \_\_\_\_\_ Acres in Pasture \_\_\_\_\_

## II. Farm Production Schedules \* - - - - -

Year :	Crop :	Livestock & Poultry on Farm			
Kind :	Acreage :	Kind		Number	
1945					
1946					

III. Describe present facilities and give reasons why they will not serve as in the past: - - - - -

IV. If construction is a dwelling, give

a. Size of family \_\_\_\_\_ or number of laborers to be housed - - - - -

b. Is family or labor essential to operation of farm? - - - - (explain)

- - - - -

- - - - -

- - - - -

c. Will applicant require priorities assistance for any materials listed in Schedule A to PR-33? \_\_\_\_\_

(yes or no)



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UNITED STATES DEPARTMENT OF AGRICULTURE  
Production and Marketing Administration  
Field Service Branch

SSM-251

Special Services Memorandum-251

Farm Machinery Rationing-162  
Supplement 1

Subject: Alleged Violations Under WFO 135.

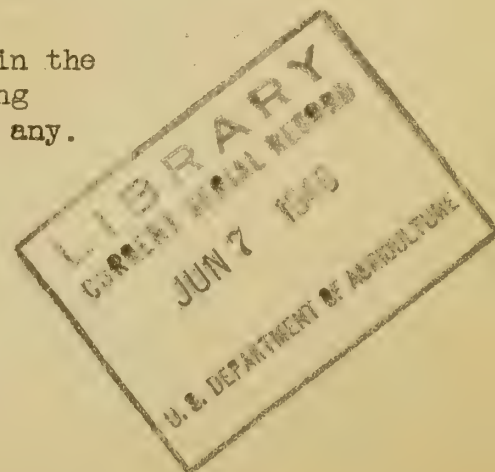
In order to expedite the handling of alleged violations reported under WFO 135, Special Services Memorandum 249, Farm Machinery Rationing - 162, is supplemented by the following effective immediately.

In the past, alleged violations of WFO 135 have been reported to the Regional Directors of this Branch. In the future, an alleged violation which a State Committee believes should be investigated should be forwarded by the Committee directly to the appropriate field office of the Compliance and Investigation Branch. These offices and the States served by each are shown on the attached list.

The change in procedure mentioned above requires deletion of item 5 under paragraph C, "Responsibilities of the State Committee" of Special Services Memorandum 249, and adds the responsibilities outlined below.

A. Responsibilities of the County Committee.

1. Determine authenticity of any alleged violation reported to the committee by securing pertinent information from the interested parties.
2. Attempt, by personal contact, to work out a settlement between the parties involved which would bring about compliance with the order.
3. Forward to the State Committee, in duplicate, any case which warrants further action. The case file should include:
  - (a) Two copies of the veteran's application, Form PMA 87.
  - (b) Two copies of the veteran's preference certificate, PMA 88.
  - (c) Two copies of all correspondence in the case, including letters authorizing extensions of the certificate, if any.



- (d) Two copies of a general resume of the case, giving all pertinent facts.

B. Responsibilities of the State Committee

1. Review each report of alleged violation and determine whether the case should be investigated.
2. Forward to the appropriate field office of the Compliance and Investigation Branch those cases which warrant investigation.
  - (a) The case file forwarded to the field office of the Compliance and Investigation Branch should be in single copy only. The other set of copies should be retained in the State office files.
  - (b) When doubt exists as to whether a case merits investigation, the case may be submitted to the field office of the Compliance and Investigation Branch with the request that that decision be made and the State Committee be notified of the decision.
  - (c) When the equipment involved in a case to be investigated is urgently needed for seasonal use, a request should be made to expedite the investigation.
3. One copy of the letter of transmittal requesting an investigation should be forwarded to the Regional Director, Field Service Branch.
4. Inform the county committee on whether the case will be investigated and on the action taken in disposing of the case.

Upon completion of an investigation the field office of the Compliance and Investigation Branch will prepare a report and forward it directly to Washington, D. C. That field office will submit one copy of the report to the State Committee for its information and file. The State Committee will be informed through regular channels of action taken on the case.

FIELD OFFICES OF THE COMPLIANCE AND INVESTIGATION BRANCH

Chicago Regional Office

John W. Claggett, Compliance Officer  
Compliance and Investigation Branch  
Production and Marketing Administration  
2105 Mallers Building  
Chicago 3, Illinois

States

Illinois	Missouri
Indiana	Nebraska
Iowa	North Dakota
Michigan	South Dakota
Minnesota	Ohio
Wisconsin	

Atlanta Regional Office

H. S. Patterson, Compliance Officer  
Compliance and Investigation Branch  
Production and Marketing Administration  
1013 Glenn Building  
Atlanta 3, Georgia

States

Alabama	North Carolina
Florida	South Carolina
Georgia	Tennessee
Kentucky	Virginia
Mississippi	

San Francisco Regional Office

Lynn E. Eldredge, Compliance Officer  
Compliance and Investigation Branch  
Production and Marketing Administration  
55 Sutter Street  
San Francisco, 4, California

States

Arizona	Oregon
California	Utah
Idaho	Washington
Nevada	Wyoming
Montana	T.H.

New York Regional Office

Leslie R. Horn, Compliance Officer  
Compliance and Investigation Branch  
Production and Marketing Adm.  
Room 1903  
261-Fifth Avenue  
New York 16, New York

States

Connecticut	New Hampshire
Delaware	New Jersey
D.C.	New York
Maine	Pennsylvania
Maryland	Rhode Island
Massachusetts	Vermont
West Virginia	

Dallas Regional Office

Tom W. Dawsey, Compliance Officer  
Compliance and Investigation Br.  
Production and Marketing Adm.  
200 Southland Building Annex  
Dallas 1, Texas

States

Arkansas	Louisiana
Colorado	New Mexico
Kansas	Oklahoma
Texas	

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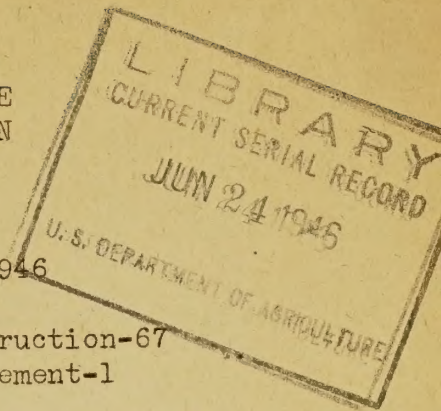
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UNITED STATES DEPARTMENT OF AGRICULTURE  
PRODUCTION AND MARKETING ADMINISTRATION  
FIELD SERVICE BRANCH  
Washington 25, D. C.

April 25, 1946

Special Services Memorandum-252

Construction-67  
Supplement-1



SUBJECT: Procedure for Processing Farm Applications.

Add to paragraph B under Part II, page 2, of Special Services Memorandum 250, Construction 67, the following:

2. When a farm building other than a house is destroyed by fire, flood, tornado, or other act of God, the farmer should make a diligent effort to obtain the materials needed to replace the structure, if rebuilding is essential. If it is not possible to procure the materials, the following procedure may be used:
  - (a) If the cost of replacing the building is over \$6000, application may be made by telegram followed by application on Forms CPA 4423, for authorization to construct. Upon receipt of authorization to construct the farmer should prepare application for CC rating on Form CPA 541-A, listing all materials for which priority assistance is needed including any of those listed in Schedule A to PR-33. The county committee should attach a signed statement to the CPA 541-A application giving the date of the disaster, the serial number of the authorization to construct, and stating that rebuilding is necessary and urgent.
  - (b) If the cost of replacing the building is less than \$6000, application should be made for CC rating on Form CPA 541-A, listing all materials for which priority assistance is needed including any of those listed in Schedule A. The county committee should attach a signed statement to the CPA 541-A application giving the date of the disaster and stating that rebuilding is necessary and urgent.
  - (c) CPA 541-A applications prepared in accordance with items 2 (a) and (b) immediately above should be filed as soon as possible and in no case later than 60 days after the date of the disaster except that for disaster cases which occurred since January 1, 1946, application for CC rating may be made as indicated above, provided the county committee is satisfied that the applicant has made a diligent but unsuccessful effort to purchase the necessary materials. The county committee should forward such applications with attached statement to the State Committee. The State Committee will forward the applications to its Regional Director.

Two types of placards, Form GA 2673 (for housing) and Form GA 2732 (non-housing) have been forwarded to State Offices. State Committees are authorized to use the non-housing placard (Form GA 2732) in all cases except when the dwelling will be sold or rented to a veteran.

